

**COMMISSIONERS' MEETING
MINUTES**

02/29/12

1. CALL TO ORDER

Commissioner Chronister called the meeting to order at 10:00 a.m. with all members present.

A. Opening Ceremony

Michelle Hovis led the Pledge of Allegiance.

Pastor Liz Polanske of Luther Memorial Church gave the invocation.

2. APPROVAL OF MINUTES

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the minutes from the February 22, 2012 Commissioners' Meeting as submitted.

3. PERIOD OF PUBLIC COMMENT

No public comments were received.

4. APPOINTMENT

A. Michelle Hovis, Human Services Executive Director

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to appoint Michelle Hovis as Human Services Executive Director, effective February 29, 2012.

5. BARGAINING AGREEMENTS

A. Pennsylvania Social Services Union, Service Employees International Union Local 668

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve bargaining agreements between the County of York, on behalf of the York County Human Resources Department, and the Pennsylvania Social Services Union, Service Employees International Union Local 668 for the York County Area Agency on Aging and Office of Children, Youth & Families Departments, for the period of January 1, 2012 through December 31, 2014.

5. CONTRACT AGREEMENTS

A. Full Circle Solutions Group, Elizabethtown, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a contract agreement between the County of York, on behalf of the York County Information Services Department, and Full Circle Solutions Group, Elizabethtown, PA, to perform back scanning and microfilm services for the York County Human Resources Department employee files at a rate of \$0.11 per image, for a total cost not to exceed \$35,970.00, funded through the Records Improvement Fund.

A. JG Contracting Company, Carnegie, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a contract agreement renewal between the County of York, on behalf of the York County Emergency Services Department, and JG Contracting Company, Carnegie, PA, in the amount of \$79,002.00 for preventative maintenance on the tower and shelter facilities for the 9-1-1 radio communication system, for the period of February 1, 2012 through January 31, 2013.

B. County Commissioners Association of Pennsylvania (CCAP), Harrisburg, PA

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to approve a contract agreement renewal between the County of York, on behalf of the York County Human Resources Department, and the County Commissioners Association of Pennsylvania (CCAP), Harrisburg, PA, in the amount of \$168,339.00 to provide general, healthcare and professional employee liability insurance coverage for the York County Pleasant Acres Nursing & Rehabilitation Center (PAN&RC) through the Pennsylvania Association of County Affiliated Homes (PACAH) Program, for the period of March 1, 2012 through March 1, 2013.

C. PrimeCare Medical, Inc., Harrisburg, PA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a contract agreement amendment between the County of York, on behalf of the York County Prison, and PrimeCare Medical, Inc., Harrisburg, PA, for the addition of forty (40) hours per week for on-site Medical Assistant services for the York County Central Booking Department at a cost of \$48,801.93, for the period of March 1, 2012 through February 28, 2013.

7. LEASE AGREEMENT

A. Block Business Systems, York, PA

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a lease agreement between the County of York, on behalf of the York County Information Services Department, and Block Business Systems, York, PA, for five (5) copiers including maintenance and supplies, except paper, for the following York County departments at the rates indicated, for the period of February 15, 2012 through May 15, 2015:

Prison

(1) Lanier LD3352SP copier
12 quarters at \$300.00 per quarter/\$3,600.00 total cost

Nursing Home

(2) Lanier LD 140SP copiers
12 quarters at \$1,157.00 per quarter/\$13,884.00 total cost

Clerk of Courts

(2) Lanier LD 140SP copiers
12 quarters at \$969.50 per quarter/\$11,634.00 total cost

8. HUMAN SERVICES

A. Sharon Watts, York, PA - York County Human Services Department

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a letter of agreement between the County of York, on behalf of the York County Human Services Department, and Sharon Watts, York, PA, for management and coordination services for the Communities That Care Initiative at a rate of \$30.00 per hour not to exceed 1,120 billable hours, for the period of March 1, 2012 through March 31, 2013.

B. Subsidized Adoption Agreement - York County Office of Children, Youth & Families

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve a subsidized adoption agreement between the County of York, on behalf of the York County Office of Children, Youth & Families, and RLF and MEF, Dauphin, PA, for the adoption of MCR, a minor child, for adoption assistance at a rate of \$23.00 per day until the child reaches the age of 18 years, and a one-time payment for costs incidental to the adoption of the child not to exceed \$780.00, according to the schedule attached to the agreement.

C. Service Provider Contract Agreements - York County Office of Children, Youth & Families

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve service provider contract agreements between the County of York, on behalf of the York County Office of Children, Youth & Families, and the following services provider at the rates indicated, for the period of July 1, 2011 through June 30, 2012:

Provider	Location	Program Name	Cost	Opt
KidsPeace National Centers	4085 Independence Drive Schnecksville, PA 18078	Therapeutic/Intensive Residential Treatment {MA Approved}	\$0.00	60
KidsPeace National Centers	4085 Independence Drive Schnecksville, PA 18078	Trauma Care Treatment {MA Approved}	\$0.00	61
KidsPeace National Centers	4085 Independence Drive Schnecksville, PA 18078	Kidshope Intensive Residential Treatment {MA Approved}	\$0.00	62
KidsPeace National Centers	4085 Independence Drive Schnecksville, PA 18078	Sexual Issues Residential {MA Approved}	\$0.00	63

9. BUDGET LINE ITEM ADJUSTMENTS

A. 2011 and 2012 Budget Line Item Adjustments

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve 2011 and 2012 Budget Line Item Adjustments, as submitted by the Controller's Office, for the week of February 29, 2012.

Budget Adjustments

2011

Department Name	Department Number	Account Description	Account Number	Amount Change
Public Information	010132	Professional Services	5200240	40
Public Information	010132	Postage	5200202	(40)
PAN & RC	020421	Staff Salaries	5000103	235,000
PAN & RC	020451	Professional Staff Salaries	5000102	(40,000)
PAN & RC	020413	Wages	5000104	(35,000)
PAN & RC	020443	Staff Salaries	5000103	(30,000)
PAN & RC	020445	Staff Salaries	5000103	(55,000)
PAN & RC	020442	Staff Salaries	5000103	(75,000)
PAN & RC	020453	Staff Salaries	5000103	4,000
PAN & RC	020453	Wages	5000104	(4,000)
PAN & RC	020421	Professional Services	5200240	27,510
PAN & RC	020434	Office Equipment	5600500	(500)

PAN & RC	020434	Volunteer Services	5600572	(5,000)
PAN & RC	020433	Patients Recreation	5600507	(7,000)
PAN & RC	020434	Maintenance & Repairs	5200241	(350)
PAN & RC	020433	Recreational Materials	5600514	(1,500)
PAN & RC	020431	Contracted Services	5200236	(2,160)
PAN & RC	020431	Medical & Dental Services	5200245	(10,000)
PAN & RC	020431	Training & Staff Development	5200211	(1,000)
PAN & RC	020431	Directors Salary	5000101	10
PAN & RC	020431	Staff Salaires	5000103	(10)
PAN & RC	020433	Chaplain Salaries	5000127	1
PAN & RC	020433	Training & Staff Development	5200211	(1)
PAN & RC	020421	Labs	5200264	5,000
PAN & RC	020421	Maintenance & Repairs	5200241	(5,000)
PAN & RC	020421	Shift Differential - OT	5000106	63,000
PAN & RC	020421	Tools & Equipment	5600513	(63,000)
PAN & RC	020421	Directors Salary	5000101	1
PAN & RC	020421	Office Supplies	5600550	(1)
PAN & RC	020421	Professional Services	5200240	257,200
PAN & RC	020441	Prescription Drugs	5600574	(180,000)
PAN & RC	020441	Non-Prescription Drugs	5600578	(50,000)
PAN & RC	020441	Professional Services	5200240	(10,000)
PAN & RC	020435	Grocery Meat & Provisions	5600559	(6,500)
PAN & RC	020435	Purchase of Major Equipment	5900702	(3,700)
PAN & RC	020435	Utilities	5210215	(7,000)
PAN & RC	020435	Shift Differential - OT	5000106	1,500
PAN & RC	020435	Maintenance & Repairs	5200241	(1,500)
PAN & RC	020451	Shift Differential - OT	5000106	500
PAN & RC	020451	Professional Staff Salaries	5000102	(500)
PAN & RC	020451	Purchase of Major Equipment	5900702	10,000
PAN & RC	020451	Professional Services	5200240	(10,000)
PAN & RC	020421	Professional Services	5200240	10,000
PAN & RC	020446	Respiratory Therapy Supplies	5600521	(10,000)
PAN & RC	020451	Directors Salary	5000101	1
PAN & RC	020451	Professional Staff Salaries	5000102	(1)
PAN & RC	020445	Directors Salary	5000101	10
PAN & RC	020445	Staff Salaries	5000103	(10)
PAN & RC	020421	Staff Salaries	5000103	70,000

PAN & RC	020446	Outside Services	5200248	(70,000)
Controller	010112	Computer Forms	5600540	74
Controller	010112	Office Supplies	5600550	(74)
Penn State Cooperative Extension	018613	West Nile Virus Program	5210942	8,822
Penn State Cooperative Extension	01	West Nile Virus Program	4400940	(8,822)

Budget Adjustments

2012

Department Name	Department Number	Account Description	Account Number	Amount Change
Maintenance - Judicial Center	010104	Maintenance & Repairs	5200241	28,244
Commissioners	016924	Contingency Funds	5200420	(28,244)
Magisterial District Courts	011261	Video Conferencing	5210242	1,065
Magisterial District Courts	011261	Rent Of Office Space	5200313	(1,065)
911	080601	Maintenance & Repairs	5200241	10,000
911	080601	Radio System & Communication	5200329	(10,000)
General Miscellaneous	010121	Telephon	5200203	2,500
General Miscellaneous	010121	Equipment Rental	5200315	(2,500)
General Miscellaneous	010121	Maintenance & Repairs	5200241	2,500
General Miscellaneous	010121	Equipment Rental	5200315	(2,500)
Adult Probation	012302	Tools & Equipment	5600513	12,000
Commissioners	016924	Contingency Fund	5200420	(12,000)
Magisterial District Courts	011261	Office Equipment	5600500	1,000
Commissioners	016924	Contingency Fund	5200420	(1,000)
Tax Collectors	010110	Printing	5200215	24,500
Commissioners	016924	Contingency Fund	5200420	(24,500)
PAN & RC	020443	Purchase of Major Equipment	5900702	2,695
PAN & RC	020443	Occupational Therapy Supplies	5600523	(2,695)

10. REFUND REGISTER

A. Tax Refund Register 2012-07

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2012-07 authorizing payment of York County real estate tax refunds totaling \$3,011.36.

11. APPROVAL OF CHECK REGISTER

Motion was made by Commissioner Reilly, seconded by Commissioner Hoke and unanimously carried to approve the Check Register for the week of February 29, 2012 totaling \$4,775,488.66.

Weekly Disbursement Totals for February 29, 2012

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,378,690.55
01	Payroll	7,093.80
01	Ag Land Preservation	
01	Escrow	
01	York Co Agriculture Society Sinking Fund	
02	York County Nursing Home	100,900.36
03	Unclaimed Money	
04	Donations	
05	Controlled Substance	70,643.98
06	Human Services	44,589.22
07	Children & Youth	801,849.79
08	911	193,749.17
08	911 Act 78	
08	E-911 Wireless	
10	Liquid Fuels	33,722.95
11	Prison Telephone	1,514.99
25	Aging	133,964.64
28	MH/MR	180,165.05
30/31	York/Adams HealthChoices	7,829.25
30	York Reinvestment	7,920.10
31	Adams Reinvestment	23.29
35	Domestic Relations	45,632.14
36	Earn-It	341.90
40	Weatherization	
41	JAG Project	
42	Core Communities	
43	Brownfields	
44	Access Grant	
45	Block Grant	242,320.09
46	Affordable Housing	30,060.62
47	Revolving Fund	
48	Downtown Hanover	
49	ARRA Weatherization	17,295.76
72	Tax Claim	38,843.79
75	Retirement	900,122.48
82	2011 PNC GON Fund	276,604.41
83	2000 Capital Projects Fund	
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	261,610.33

Total 4,775,488.66

12. REPORT OF EXECUTIVE SESSIONS

Commissioner Chronister reported the following Executive Session was held since the last Commissioners' Meeting:

02/27 – Three Commissioners, Chuck Noll, Robb Green, Kristy Bixler and Tiffany Trout – General Personnel; and Terry Baker – Court Administration Personnel.

13. SOLICITOR'S REPORT

Michael Flannelly, Solicitor, submitted his written report for the Board's Review.

14. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

A. 2012 York County Real Estate taxes on Parcel 47-000-EJ-0050-00

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to exonerate 2012 York County Real Estate taxes on Parcel 47-000-EJ-0050-00 located in Springfield Township at the Face amount of \$77.00, for property owned by the County of York.

B. 2012 York County Real Estate taxes on Parcel 31-000-KK-0134-A0

Motion was made by Commissioner Hoke, seconded by Commissioner Reilly and unanimously carried to exonerate 2012 York County Real Estate taxes on Parcel 31-000-KK-0134-A0 located in Hellam Township at the Face amount of \$207.29, for property owned by the County of York and leased to the Horn Farm Agricultural Education Center.

15. ADJOURNMENT

There being no further business to come before the Board at this time, Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adjourn the meeting at 10:23 a.m.

Respectfully submitted,

Charles R. Noll
Administrator/Chief Clerk

